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The EDITH *and* LORNE PIERCE
COLLECTION *of* CANADIANA



Queen's University at Kingston



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BY - LAWS
OF
THE BOARD OF
ARTS AND MANUFACTURES

FOR
LOWER CANADA.

PASSED AT THE QUARTERLY MEETING HELD ON
THE 5th OF JANUARY, 1858.

MONTREAL:
SALTER & ROSS, PRINTERS, GREAT ST. JAMES STREET.

1858.

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ONTARIO CANADA

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BY-LAWS.

I.—The officers and members of the Sub-Committee of the Board shall be elected by ballot on the days fixed by the Act constituting the Board, and a majority of the votes of those present and entitled to vote, shall be necessary to elect any such officer or member of such committee.

Election of Officers.

II.—The Sub-Committee shall consist of nine members, besides the President and Vice-President of the Board.—Six members to form a quorum.

Sub-committee to consist of nine members. Six a quorum.

III.—In case of any vacancy occurring in the Sub-Committee, it may be filled up at the next regular meeting of the Board, or at a special meeting called for that purpose; and in case of a vacancy in the representation of any of the institutions entitled to send delegates to the Board, such institution may, at its next regular meeting, or at a special meeting called for that purpose, elect a delegate or delegates to fill such vacancy.

Vacancies.

IV.—The delegates from each Mechanics' Institute shall, before taking their seats as members of the Board, present to the Secretary a certificate, under the Corporate Seal of the Institute from which they come, signed by the President or Vice-President, and countersigned by the Secretary thereof, stating their appointment as such delegates; and such delegates, or the President of their Institute shall at the same time pay to the Secretary the amount to be contributed by such Institute; and the dele-

Delegates from Mechanics Institute to present certificate to Secretary, &c.

Delegates from
the Board of
Trade to present
certificates, &c.

gates from each Board of Trade, before taking their seats, shall present a certificate of their election, signed by the President, and countersigned by the Secretary of such Board.

Sub-committee,
its powers, &c.

V.—The Sub-Committee shall transact generally the business committed to it by the Board, and shall have full power to act in its behalf in all matters which are not specially directed by law to be passed upon by the whole Board.

President; his
duties, &c.

VI.—It shall be the duty of the President, or in his absence of the Vice-President, to preside at all meetings of the Board and of the Sub-Committee, to keep order and direct the proceedings of both bodies; to affix his signature to contracts, bonds, obligations, &c. legally entered into under its authority, and generally to watch over and direct the operations of the Board and Sub-Committee, and the work of their officers, and take order for the safety and preservation of the property of the Board.

Chair—*pro tem*.

In the absence of the President and Vice-President, the members may elect a *pro tempore* Chairman.

Proceeding on
equality of votes.

In any case where there shall be an equality of votes cast upon a division, the presiding officer shall have the casting vote.

Secretary his
duties, &c.

VII.—It shall be the duty of the Secretary to keep a register of all persons entitled to sit and vote at the meetings of the Board and Sub-Committee, and a record of all their proceedings in books to be provided for that purpose, to conduct all correspondence of either body, keeping copies of all letters sent, in a letter-book, and fying those received. He shall have charge of the Seal of the Corporation, and shall affix it to all contracts, bonds and obligations legally entered into by the President on behalf and under authority of the Board. He shall also have

the charge and superintendence of the Museum and Model rooms of the Board, and shall generally perform all duties in connection with its operations which may be assigned to him by the President or Sub-Committee.

Should the Secretary, from illness or any other unavoidable cause, be prevented attending any meeting of the Board, or Sub-Committee, he shall furnish to such meeting the books and papers required to carry on the business for which it may be called.

The Board or Sub-Committee may, in the Secretary's *Sec'y. pro tem* absence, appoint a Secretary *pro tempore*; and may, at any time when they shall deem it necessary, appoint an Assistant Secretary and a Curator of the Museum to assist him in his duties. Assistant Secretary and Curator. of Museum.

VIII.—The salary of the Secretary and such Assistant or Curator shall be fixed from time to time by resolution of the Board. Salary of Secretary and Curator.

IX.—It shall be the duty of the Treasurer to receive and take charge of all moneys belonging to the Board, to grant receipts for the same, deposit them in one of the chartered Banks of Montreal, and to keep in proper books provided for that purpose, correct accounts, with proper vouchers of all moneys received or expended for or on account of the Board. He shall submit at each quarterly meeting a balance sheet, giving particulars of the moneys received and expended since last report, and showing the balance on hand at the time; and at the last meeting of the Sub-Committee in each year he shall present a full balance sheet for the whole year, with a statement of the condition of the finances of the Board, showing its total liabilities and assets, which when audited and approved by the Sub-Committee, shall be appended to and form part of its annual report. Treasurer; his duties.

No account to be paid till approved of by the Sub-committee.

No accounts shall be paid by the Treasurer until the same shall have first been approved of and ordered for payment by the Sub-Committee, and all cheques on the Treasurer shall be signed by the President (or in his absence by the Vice-President) and Secretary.

Treasurer to enter into bond with two sureties, &c.

Before entering on the discharge of the duties of his office, he shall enter into a bond, himself in the sum of four thousand dollars with two sureties in the sum of two thousand dollars each, (to be approved by the Sub-Committee) for the faithful performance of all duties devolving upon him.

Special meetings

X. Special meetings of the Board may be called at any time by the President, in the manner prescribed by statute, pursuant to a resolution of the Sub-Committee, or to a requisition of ten members of the Board.

Sub-committee to submit report at each quarterly meeting.

XI.—At each quarterly meeting of the Board, the Sub-Committee shall submit a Report of its proceedings since the previous regular Board meeting, and suggest for the consideration of the members such business as it may deem necessary to be then transacted, and shall at the meeting in January present a full Report of the transactions of the Board, for the year then elapsed, with full particulars of its financial condition, and suggestions for its future management.

and full report at each January meeting.

Appointment of Auditors.

XII.—At each meeting in January two auditors shall be appointed to audit the accounts submitted by the Committee, and report on the same to the Board forthwith.

Business to be transacted at special meetings.

XIII.—At any special meeting of the Board, no business other than that specially mentioned in the notice calling the meeting shall be transacted, unless there be three-fourths of the members of the Board present and unani-
mously assenting to proceed with such other business.

XIV.—The Sub-Committee shall meet on the first Saturday of each month, the chair to be taken at three o'clock. P. M. Meetings of Sub-committee.

Special meetings of the Sub-Committee may be called by the President at any time. special meetings.

XV.—The following shall be the order of business at all regular meetings of the Board or Sub-Committee, viz : Order of business at meetings of the Board or Sub-committee.

1st. The Secretary shall read the Minutes of the last meeting, which, upon being confirmed by the meeting, shall be signed by the President, Vice-President, or Chairman for the time being.

2nd. The Secretary shall submit and record all letters or other documents which shall have been received up to the time of said meeting, and not previously acted upon.

3rd. Reports to be received and read.

4th. The transaction of business arising out of the Minutes, or remaining from last meeting.

5th. The transaction of new business.

XVI.—The rules of order in transacting the business of the Board or Sub-Committee shall be those of the Legislative Assembly of this Province, in so far as they may be found practicable and applicable. Rules of order.

XVII.—There shall be elected each year by the Sub-Committee at its first meeting, or by the Board at any of its meetings, a Committee or Committees of Reference on any or all of the following subjects, or others as shall then be esteemed necessary ; such Committees to be composed of members of the Board or of institutions affiliated to it, or such other gentlemen eminent for scientific attainments Committees of Reference.

as the Sub-Committee shall deem it expedient to add to them, viz :—

- On Architecture and the Fine Arts,
- “ Manufactures and Economic Materials,
- “ Metallurgy and Mining,
- “ Mechanics and Machinery.
- “ Engineering,
- “ Industrial Instruction,
- “ Sanitary Science.

Grants in aid of industrial schools

XVIII.—The Board shall make such grants from time to time as the state of its funds will permit, to aid industrial schools established in connection with Mechanics' Institutes sending delegates to it, such schools to be subject to the inspection and supervision of the Committee on Industrial Instruction, to be examined by them. Diplomas may be awarded at any quarterly meeting of the Board, to such pupils as such Committee may find to deserve them, if recommended by the Sub-Committee.

Schools subject to inspection: diplomas may be awarded.

XIX.—At any town or village where a Mechanics' Institute is established, and affiliated to this Board, having at least sixty members, working mechanics and manufacturers, paying an annual subscription of not less than five shillings currency each ; and at or near which there is an institution of learning of Collegiate rank, with a Professor or Lecturer on and classes in the Physical sciences, the Board may appoint a Corresponding Local Committee to consist of an Honorary Secretary of this Board, (who shall be *ex officio* Chairman of such local Committee) with one delegate from such College, and two from such Institute.

Board may appoint Corresponding Local Committee.

Meetings of corresponding committee.

Such local Corresponding Committee shall meet from time to time, as they shall see fit, shall decide upon and procure a place for lectures to be delivered under the auspices of the Board, and superintend the arrangements for

the delivery of such lectures, and generally co-operate with the Board in its labors.

XX.—These Rules and By-Laws may be altered and amended at any meeting of the Board specially summoned ^{Rules and By-Laws may be altered,} for that purpose, or at any regular quarterly meeting ; provided that notice shall have been given in writing at the previous quarterly meeting, of the proposed alterations or amendments, and two-thirds of the members present shall vote in favor of any such amendments being made.

EXTRACTS FROM THE

STATUTE 20 VICT. CAP. 32.

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*At the Quarterly Meeting of the Board held on the 5th of January, 1858, it was ordered that so much of the Act of Parliament 20 Vict. cap. XXXII, authorising the formation of the Board, as regulates its operations, be printed with the By-Laws, and furnished to each member of the Board.*

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Whereas it is also desirable to promote the development of mechanical talent among the people of this Province, by disseminating instruction in mechanics and the kindred sciences, and by affording increased facilities for the study of models and apparatus; And whereas for the attainment of this object by these means, it is expedient to provide for the establishment of Central Boards of Administration in Upper and Lower Canada respectively, connected and co-operating with the Mechanics' Institutes of the several cities, towns and villages in the pursuit thereof; And whereas it is also desirable to extend encouragement to arts and manufactures, and stimulate the ingenuity of mechanics and artisans by means of prizes and distinctions, distributed and awarded on the same principle as has been already so successfully applied to the encouragement of agriculture in this Province.

Preamble.

Boards of Agriculture &c, to answer the communications of the Minister of Agriculture.

VII. All Boards of Agriculture, Agricultural Associations, Agricultural Societies, Municipal Councils, Boards of Arts and Manufactures, Mechanics' Institutes, Public Institutions, and Public Officers in this Province, shall promptly answer official communications from the Bureau of Agriculture, and shall make diligent efforts to supply correct information on all questions submitted to them respectively ; and any officer of any such Board, Association, Society, Council, Institute, or other Public Institution who shall refuse, or wilfully neglect to answer any question, or to furnish any information relating to the agricultural, mechanical or manufacturing interests, or the statistics of this Province, whenever required so to do, either by the said minister, or by any person duly authorised by such minister in that behalf, shall for every such offence incur a penalty of ten pounds currency, which penalty shall be recoverable by any person suing for the same before any Court of competent jurisdiction, and shall be paid to Her Majesty.

Penalty.

He may appoint persons to inspect accounts of any Society receiving Government aid.

VIII. The Minister of Agriculture may at any time, and from time to time, appoint any person or persons to inspect the books and accounts of any Society in the Province receiving Government aid, and which may be in any way in connexion with the said Bureau of Agriculture ; and all officers of every such Society whenever required so to do, shall submit such books and accounts to such inspection, and truly to the best of their knowledge answer all questions that may be put to them in relation thereto, or to the funds of such Society.

BOARDS OF ARTS AND MANUFACTURES.

Boards established for Upper Canada.

XVIII. There shall be, and there is hereby created and established, in and for Upper Canada, one Corporation or body corporate, to be composed as hereinafter provided,

and to be and be called "The Board of Arts and Manufactures for Upper Canada."

XIX. There shall be, and there is hereby created and established, in and for Lower Canada, one Corporation or Body Corporate, to be composed as hereinafter provided, and to be, and be called "The Board of Arts and Manufactures for Lower Canada." Board for Lower Canada.

XX. The said Corporations shall consist and be composed respectively of the Minister of Agriculture for the time being, (who shall be *ex officio* a member of each) of the Professors of and Lecturers on the various branches of physical science in all the chartered Universities and Colleges in Upper and Lower Canada respectively, and the Chief Superintendents of Education in Upper and in Lower Canada respectively for the time being, *ex officio*, the Presidents for the time being of and one Delegate from each of the Boards of Trade, and the Presidents of and Delegates from each of the incorporated Mechanics' Institutes, or of any incorporated Arts Associations qualified as hereinafter mentioned, in Upper and Lower Canada respectively, such delegates to be chosen annually as hereinafter is provided. Of whom they shall respectively consist.

XXI. The said Corporations shall have power to acquire and hold real or immoveable property, for the purposes of the Corporation, and may sell, exchange, lease or otherwise dispose of or depart with the same, from time to time. Corporate powers.

XXII. The Board of Trade in each city and town in Upper Canada, shall, at its first meeting after the first day of July next, and thereafter at its first meeting in the month of January in each and every year, elect and accredit to the Board of Arts and Manufactures for Upper Canada, one of its body as a member thereof.

XXIII. The Board of Trade in each city and town in Lower Canada, shall at its first meeting after the first day And so in Lower Canada.

of July next, and thereafter at its first meeting in the month of January in each and every year, elect and accredit to the Board of Arts and Manufactures for Lower Canada, one of its body as a member thereof.

Mechanics' Institutes to send members.

XXIV. Each incorporated Mechanics' Institute in Upper and Lower Canada respectively, shall, at its first meeting after the first day of July next, and thereafter at its first meeting in the month of January in each and every year, elect and accredit to the Board of Arts and Manufactures in Upper and Lower Canada respectively, (according as its place of meeting is in Upper or Lower Canada) one delegate for every twenty members on its roll, being actual working mechanics or manufacturers, and having paid a subscription of at least five shillings each to its funds for the year then last past; Provided always, that no such Mechanics' Institute shall be entitled to elect and accredit any such delegate to the Board of Arts and Manufactures, unless it shall have paid and contributed to the funds of such Board, at least one tenth of the amount of Government aid granted to such Institute during the year then last past.

Proviso.

Auditors to transmit a certain statement yearly to each Board.

XXV. The Auditor shall transmit to the Board of Arts and Manufactures for Upper and Lower Canada respectively, in the month of March in each and every year, statements of the number of members on the books, and the revenue, exclusive of Provincial aid, of each Mechanics' Institute, in Upper or Lower Canada respectively.

Names of Delegates to be transmitted to the Secretary of the proper Board.

XXVI. The names of the delegates so elected shall be forthwith transmitted by the Secretary of the Board or Institute electing them, to the Secretary of the Board to which they are elected, who shall thereupon inscribe their names upon the roll of the members of the said Board, for the year then about to commence; Provided always, that

Proviso.

together with such names when transmitted by the Secretary of a Mechanics' Institute, there be transmitted a statement verified by the oath of the Secretary transmitting the same, to be taken before a Justice of the Peace, of the names of all the members on the roll of such Mechanics' Institute, being actual working mechanics or manufacturers, and having paid subscriptions of at least five shillings each to its funds, for the year then last past; and if it shall appear either by the said statement or by that transmitted by the Auditor, that any such Mechanics' Institute has elected too many delegates, then the Secretary of the Board shall abstain from recording any of the names of the delegates of such Mechanics' Institute, and shall submit the matter to the Board at its first meeting; and it shall be lawful for the said Board, if they see fit, to adjudge that such Mechanics' Institute shall not be entitled to any delegate for the year then next, or otherwise to decide by vote or ballot which delegate or delegates thereof shall be rejected; and in this latter case the names of the remaining delegate or delegates shall be forthwith inscribed by the Secretary of the said Board on the roll of the members thereof, for the year then about to commence.

Certain other statements to accompany it.

Proceeding if any Mechanics' Institute elect too many Delegates.

XXVII. It shall be the duty of the said Boards of Arts and Manufactures to take measures, with the approbation of the Minister of Agriculture, to collect and establish at Toronto and Montreal respectively, for the instruction of practical mechanics and artizans, museums of minerals and other material substances and chemical compositions, susceptible of being used in mechanical arts and manufactures, with model rooms appropriately stocked and supplied with models of works of art, and of implements and machines (other than implements of husbandry and machines adapted to facilitate agricultural operations) and free libraries of reference, containing books, plans and drawings, selected with a view to the imparting of useful information in connec-

Duties of Boards of Arts and Manufactures.

Museums. Model Rooms and Libraries.

Obtaining new
implements and
machines, &c.

Minister of Agri-
culture may
cause duplicates
of specifications,
&c, to be placed
in such museum.

Boards to estab-
lish schools of
design, &c.

Also to found
schools for me-
chanics.

To keep records
of their transac-
tions, &c.

tion with mechanical arts and manufactures, to take measures to obtain from other countries new or improved implements and machines, (not being implements of husbandry or machines specially adapted to facilitate agricultural operations) to test the quality, value and usefulness of such implements and machines, and generally to adopt every means in their power to promote improvement in the mechanical arts and in manufactures in this Province; and the Minister of Agriculture may cause duplicates or copies of models, plans, specimens, drawings, and specifications deposited in the Patent Office, and upon which Patents of Invention have issued, to be made, from time to time, and placed in the model rooms, museums or libraries of the said Boards of Arts and Manufactures respectively; and it shall be lawful for the said Boards respectively, with the consent and approbation of the Minister of Agriculture, to establish in connection with their respective museums, model rooms or libraries, schools of design for women, on the most approved plan, and furnished and supplied in the most complete and appropriate manner that the funds at their disposal may admit of, regard being had to the claims thereon of the other objects for which they are hereby established; and also to found schools or colleges for mechanics, and to employ competent persons to deliver lectures on subjects connected with the mechanical arts and sciences or with manufactures; and the said Boards shall keep records of their respective transactions, and shall from time to time publish, in such manner and form as to secure the widest circulation among the Mechanics' Institutes, and among mechanics, artisans and manufacturers generally, all such Reports, Essays, Lectures and other literary compositions conveying useful information, as the said Boards respectively may be able to procure, and judge to be suitable for publication.

XXVIII. The said Boards of Arts and Manufactures shall respectively have power and authority to make and ordain such By-Laws, Rules, Orders and Regulations, not being contrary to this Act or to the laws of this Province, as may be deemed necessary, touching the disposition and management of their funds, property and affairs, and the execution of the duties and powers intrusted to them by this Act, and the same from time to time to repeal or alter and make others in their stead ; and copies of all such By-laws, Rules, Orders and Regulations, and of the minutes of all the proceedings of the said Boards, shall be transmitted forthwith after they are made to the Bureau of Agriculture.

Boards to make By-Laws and for what purposes.

Copies to be sent to the Bureau.

XXIX, The said Boards of Arts and Manufactures shall meet at the cities of Toronto and Montreal respectively, four times in every year, that is to say, on the first Tuesday in each of the months of January, April, July and October, provided such Tuesday be not a holiday, in which case the meeting shall take place the next day thereafter, not being a holiday ; and it shall be the duty of the President of either of the said Boards, and in his absence from the Province, or in the case of a vacancy in the office of President, then of the Vice-President, whenever he may deem it necessary or be required, by any ten members thereof so to do, to call a special meeting of the same, in the interval between any two quarterly meetings ; Provided always, that such special meeting shall not take place until seven clear days after a written or printed notice signed by the Secretary of the Board, and specifying the day, hour and place of meeting, and the object or objects for which the same is called, shall have been mailed to the address of each member of the Board.

Regular meetings of the said Boards.

Who shall preside.

Special meetings

Proviso, as to special meetings

Each Board to elect a President, Vice-President, and Sub-committee.

Quorum.

Vacancies.

Proviso : for organization for the present year.

XXX. Each of the said Boards shall, at its quarterly meeting in January in each and every year, elect from among its members a President, Vice President and a Secretary and Treasurer, to hold office for the ensuing year, or until the election of their successors, and shall and may appoint a Sub-committee of not less than five nor more than nine of their number for the management during the year of such affairs of the Board as may by any By-law be intrusted to them ; and the President and Vice-President shall be *ex officio* members of such Sub-committee, and a majority of the members of such Sub-committee shall be a quorum for the transaction of business ; and in case of a vacancy occurring in any of the said offices in the course of the year, either by death or resignation, such vacancy may be filled up by election as aforesaid, at any quarterly meeting, or at a meeting specially called for that purpose : Provided that each such Board may be organized during the present year at any time and place to be named by the Minister of Agriculture, of which public notice shall have been previously given by the said minister, in such manner and for such time as he may approve, and the officers appointed at such time and place so to be named by the said minister, shall hold office until the election of their successors in January next.

AGRICULTURAL ASSOCIATIONS.

Who shall be members in each Section of the Province.

XXXI. The members of the Boards of Agriculture and of the Boards of Arts and Manufactures, the Presidents and Vice-Presidents of all lawfully organized County Agricultural Societies, and of all Horticultural Societies, and all subscribers of five shillings annually to the funds of any such Society, shall in their respective sections of the Province, be and constitute an Agricultural Association for that section.

XXXII. The members of the Board of Agriculture and of the Sub-committee of the Board of Arts and Manufactures, and the Presidents and Vice-Presidents of County Societies, and of all Horticultural Societies, (or any two members whom a County or Horticultural Society may have appointed Directors instead of its President and Vice-President) shall be the Directors of such Agricultural Association ; and it shall be lawful for the Agricultural Association to elect a Treasurer.

Who shall be
Directors.

XXXIII. The said Associations shall each hold an annual Fair or Exhibition, which shall be opened to competitors from any part of the Province, and the said Directors shall hold an annual meeting during the week of the annual exhibition, and may at such meeting elect a President and Vice-Presidents, and appoint the place for holding the next meeting and exhibition of the Association, and may make rules and regulations for the management of such exhibition, and may appoint a Local Committee at the place where such exhibition is appointed to be held, and prescribe the powers and duties of the said Committee.

Annual Exhibitions and meetings of Directors.

Election of President, &c.

Local committee

XXXIV. The Board of Agriculture, with whom shall for this purpose be associated the President and Vice-President of the Board of Arts and Manufactures, or any two persons from time to time named by the said Board in the place of such President and Vice-President, shall be the Council of the Association, with full power to act for and on behalf of the Association between the annual meetings thereof ; and all grants of money, subscriptions, or other funds made or appropriated to or for the use of the Association, (except money collected by or granted to any local Committee for the local expenses of an exhibition) shall be received by and expended under the direction of the said Board as such Council ; and the Secretary of the Board, together with the Secretary of the Board of Arts

Council of the Association, &c., its powers.

Secretaries.

and Manufactures, shall be *ex officio* joint Secretaries of the Association.

Contracts with
the Association.

XXXV. All contracts and all legal proceedings by, with, or concerning the Association, shall be made and had with the Board of Agriculture, so constituted as such Council, in its corporate capacity, and no other contracts, agreements, actions or proceedings shall bind or affect the Association.

Municipalities
may grant money or land in
aid of purposes
of this Act.

XXXVI It shall be lawful for the Municipality of any city, town, village, county or township in this Province, to grant money or land in aid of the Agricultural Association for that part of the Province to which the Municipality belongs, or of any Agricultural or Horticultural Society whatever duly organized under this Act, or of any incorporated Mechanics' Institute, within the limits of such Municipality.

Ex officio Directors.

XL. The Presidents of the several Township Agricultural Societies, and also the Presidents of Mechanics' Institutes receiving Government aid, and of Boards of Trade (or any other person appointed by such Society, Institute or Board, in the place of such President,) within the County, shall, in addition to those before named, be *ex officio* Directors of the County Society: Provided, that each such Township Society and Mechanics' Institute shall have contributed two pounds ten shillings annually to the funds of the County Society; and the said Officers and Directors shall and may for the year next following the annual meeting, and until the election of their successors, exercise all the powers vested in the County Society by this Act.

Proviso.



